

**TOWN OF KENNEBUNK**

**SELECT BOARD**

**TUESDAY, MAY 4, 2021 5:00 P.M. - 7:00 P.M.**

**WORKSHOP AGENDA**

**This meeting will be conducted through the electronic platform Zoom, as described below.**

This is a non-televised workshop.

**ZOOM MEETING  
INSTRUCTIONS FOR COMMUNITY PARTICIPATION**

This meeting will be conducted using Zoom, a web-based video conferencing tool, under 1 M.R.S.A. § 403-A, which authorizes the Town to hold remote meetings during the state of emergency declared by the Governor due to the outbreak of COVID-19.

**Time: May 4, 2021 at 5:00 PM Eastern Time (US and Canada)**

Ways to join the webinar:

- By computer or mobile device:  
<https://us02web.zoom.us/j/82157377602?pwd=Nzk4SWdiSnZUdzNLcUY4UStkVFpQdz09> or go to ZOOM  
or
- By Phone 1 312 626 6799 US or 1 646 876 9923 US or 1 669 900 6833

**Webinar ID: 821 5737 7602**

**Passcode: 536523**

Please take a minute to read these important Instructions before you join:

- **Please mute your audio and disable your video before joining**
- **Here are some brief videos to help familiarize you with the Zoom platform**
  - [Joining a Zoom Meeting](#) (brief instructional video)
  - [Video or Audio off by Attendee](#) (brief instructional video)
  - [Attendee Controls in a Meeting](#) (brief instructional video)
- **PUBLIC COMMENT:** If you wish to speak on an agenda item and you are:
  - **Joining via your computer or cell phone**
    - Please use the “raise your hand” feature by clicking “participants” (computer). The host will be notified and will identify you when it is your turn to comment.
  - **Joining via landline phone:**
    - The following commands can be entered using your phone’s dial pad while in a Zoom meeting. The host will be notified and will identify you when it is your turn to comment.
      - \*6 - Toggle mute/unmute
      - \*9 - Raise Hand

1. Call to Order
2. Hear an Update from the Transfer Station Task Force, to include the results of a recent survey which solicited feedback from the community on the transfer station and site use.  
(See attached workshop outline)
3. Adjournment

## Town of Kennebunk

### Select Board Workshop – Transfer Station Task Force

**Goal of Workshop:** to present the process the Task Force developed and review the subsequent work plan and results as they considered the end users of the Transfer Station, as well as the needs and the importance to Town operations of the Public Services Department.

1. Overview of existing operations [10 mins]
  - a. Property info
  - b. Operations/uses
  - c. Planning to date- how we got to a Task Force
  
2. Overview of Task Force [5 minutes]
  - a. Introduction of goal/members/roles
  - b. Number and type of meetings
  - c. Process
    - i. Survey
    - ii. Options assessment
  
3. Survey overview [15-20 minutes]
  - a. Methods/mechanism
  - b. Response and demographics
  - c. Present data and summary of questions
  
4. Options Assessments [30-35 mins]
  - a. Review options 1-6 and assessment process (modified SWOT)
  - b. Overview of ancillary research (other municipalities/private enterprise operations)
  - c. Preliminary conclusions by Task Force
  
5. Solicit feedback [45 minutes]
  - a. Q&A- The “chat” feature of Zoom will be used throughout for participants to submit questions as they arise on each topic. Meeting Moderator will share questions for responses.
  - b. Comments/thoughts to consider from attendees
  
6. Next steps
  - a. Task Force will review and consider feedback from Workshop
  - b. Complete and issue final report with recommendation to Select Board (target deadline: end of June)

Survey results and other documents related to the Transfer Station Task Force will be posted to website prior to the May 4 workshop: [www.kennebunkmaine.us/TransferStation](http://www.kennebunkmaine.us/TransferStation)